



YEARLY STATUS REPORT - 2023-2024

Part A	
Data of the Institution	
1.Name of the Institution	AMC GROUP OF EDUCATIONAL INSTITUTIONS
• Name of the Head of the institution	Dr BYJU K
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	9995427765
• Mobile no	9495562472
• Registered e-mail	amcottapalam@gmail.com
• Alternate e-mail	amcottappalam@gmail.com
• Address	AMC BUILDING, KOTHAYUR ROAD, MANISSERI
• City/Town	OTTAPAPALAM
• State/UT	KERALA
• Pin Code	679521
2.Institutional status	
• Affiliated /Constituent	YES
• Type of Institution	Co-education
• Location	Rural

• Financial Status	Self-financing				
• Name of the Affiliating University	UNIVERSITY OF CALICUT				
• Name of the IQAC Coordinator	JISHA K				
• Phone No.	8606261381				
• Alternate phone No.	8606261381				
• Mobile	8606261381				
• IQAC e-mail address	iqacamcotp@gmail.com				
• Alternate Email address	amcottapalam@gmail.com				
3.Website address (Web link of the AQAR (Previous Academic Year))	https://amc-college.com/naac-documents-1				
4.Whether Academic Calendar prepared during the year?	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	https://amc-college.com/admission-%26-calender				
5.Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B++	2.79	2022	26/04/2022	25/04/2027
6.Date of Establishment of IQAC			02/08/2018		
7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
N/A	N/A	N/A	N/A	0	
8.Whether composition of IQAC as per latest NAAC guidelines			Yes		
• Upload latest notification of formation of IQAC			View File		

9.No. of IQAC meetings held during the year	4
<ul style="list-style-type: none"> Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? 	Yes
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	No File Uploaded
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No
<ul style="list-style-type: none"> If yes, mention the amount 	
11.Significant contributions made by IQAC during the current year (maximum five bullets)	
IQAC introduced a new initiative - ENSEIGNER to improve the micro teaching skills among students	
The HEI implemented RESIDENTIAL CAMP as a best practice envisioning the holistic development and to impart collective consciousness among students.	
Implemented- PRAXIS , another IQAC Initiative to inculcate Experiential , Problem Solving Methodology, Participative Learning in academics, by conducting academic related practical activities for students	
Planned and executed - AMC ACADEMIA, a YouTube channel exclusively for content sharing.	
Ensured the complete participation of faculty in Research works. All faculty published Research Papers in UGC Care Listed Journals and the in house ISBN Book - DAKSHA : AMC 'S Treatise on Social Science Research.	
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year	
Plan of Action	Achievements/Outcomes
Introduction of Micro teaching experience for students	Implemented ENSEIGNER, an initiative to provide micro teaching experience for Post Graduate students.

Introduction of an initiative to augment personality development and collective consciousness among students	Implemented Residential Camp for students, incorporating group work, creative activities, motivational sessions, which help in their holistic development
Promotion of E- learning	Introduced YouTube channel- AMC ACDEMIA , for providing comprehensive content and learning tips on digital platform
Inculcate experiential/ participative/ problem solving methodology in teaching-learning process	Implemented - PRAXIS , to provide activities related to syllabus and to encourage student participation
Promotion of Research Publication among faculty	Faculty published Research Papers in HEI 's ISBN jOURNAL- Daksha : amc'S Treatise on Social Science Research and UGC Care listed Journals
Submission of Institutional data towards KIRF	The HEI got listed in the Ranking Bank of Kerala State, one among the 150 Colleges. Another highlight is, AMC being one of the few self financing Colleges in Kerala to get enlisted in the KIRF Ranking Bank.
Introduction of Merit day to congratulate the meritorious achievements of the students	Conducted Merit day and felicitated students who scored high marks and bagged other non-academic achievements on 10.04.2023
Feedback	Analysis of feedback was prepared and submitted to College Governing Council
13. Whether the AQAR was placed before statutory body?	Yes
<ul style="list-style-type: none"> Name of the statutory body 	

Name	Date of meeting(s)
COLLEGE GOVERNING COUNCIL	31/01/2024

14. Whether institutional data submitted to AISHE

Year	Date of Submission
2022-2023	25/03/2024

15. Multidisciplinary / interdisciplinary

The multidisciplinary learning approach outlined in the New Education Policy (NEP) offers students the opportunity to study a single topic through multiple disciplinary perspectives. This method enhances student engagement and promotes a more comprehensive understanding of complex subjects in the curriculum. By integrating knowledge, skills, and techniques from various fields, this approach fosters critical thinking and encourages students to tackle issues holistically. Additionally, the multidisciplinary system provides students with valuable industry exposure and access to diverse higher education opportunities. This ensures that by the end of their program, students acquire a broad and enriched perspective, combining theoretical knowledge with practical skills. This holistic educational model equips learners with the tools necessary for addressing real-world challenges effectively.

16. Academic bank of credits (ABC):

The Academic Bank of Credits (ABC) introduced under India's New Education Policy (NEP) offers a digital platform for students to store and transfer academic credits earned across various institutions. This system provides greater flexibility, allowing students to complete their courses at their own pace and minimizing the likelihood of dropping out mid-program. The ABC scheme promotes a student-centric education system by enabling learners to pursue academic areas of interest without being confined to rigid timelines. It opens up access to a diverse range of educational opportunities, facilitating interdisciplinary learning and seamless mobility between institutions. Additionally, the system helps students save time and money by preventing the need for redundant coursework and offering efficient pathways to complete their qualifications.

17. Skill development:

In today's highly competitive job market, integrating skill-based learning into the curriculum has become essential for enhancing

employability. This approach equips students with practical skills that complement theoretical knowledge, enabling them to apply concepts effectively in real-world scenarios. By incorporating entrepreneurship education from foundational to higher education levels, students develop a range of skills, fostering creativity, problem-solving, and business acumen. Continuous exposure to diverse skill sets prepares them to navigate dynamic workplace demands. Moreover, technology-driven learning methods enhance digital literacy and adaptability, ensuring students are well-prepared to tackle challenges in the employment sector. The inclusion of vocational training bridges the gap between education and industry requirements, aligning academic achievements with job market needs. These strategies collectively empower students to build competency and confidence, paving the way for sustainable careers.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)

The New NEP empasises the promotion of Indian culture, Values and Traditions by promoting day observations, conducting cultural exhibitions and other linguistc fest inside and outside of the Campus area. The outreach and extended programmes can be conducted to inculcate cultural values and tradition across India.The new generation Students should be exposed to the rich Indian culture and they should be made proud be in part of incredible India. A strong sense of one's own cultural history,Arts,Languages and Tradition will develop inn the posterity. The cultural awareness and expression will act as catalyst in moulding him/her as an individual with social commitments and security.

19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):

The entire cariculum gives liberty to a student to choose what they would like to study and how they would like to study. The sudents join for a corse with a certain goal of developing skills or to gain knowledge by the completion of the programme. This approach helps to make education more students entered and result oriental. The OBE Effective as it comprises of curriculum design,Teaching learning methods,Assessment and continiual quality ipmrovement and monitoring.Outcome based learning become effective only with appropriate content, instructional method and assessment strategies. The students should be able to do or know what he should opt next after completing course or programme.

20.Distance education/online education:

In the modern job market, embedding skill-based learning in the curriculum is crucial for boosting employability. This approach

equips students with hands-on, practical abilities that enhance their theoretical understanding, enabling effective application in real-world contexts. The integration of entrepreneurship education from early education through advanced levels fosters critical competencies such as creativity, innovation, problem-solving, and business strategy. This continuous exposure to diverse skills prepares students to meet the evolving demands of the workforce. Additionally, technology-driven learning strengthens digital proficiency and adaptability, key attributes for succeeding in a technology-oriented employment landscape. The emphasis on vocational training bridges the gap between academic knowledge and industry needs, aligning students' education with market expectations. Together, these strategies empower learners with confidence and competence, paving the way for sustainable career development.

Extended Profile

1.Programme

1.1	193
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1123
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	140
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	351
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Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	View File	
3.Academic		
3.1		38
Number of full time teachers during the year		
File Description	Documents	
Data Template	View File	
3.2		1
Number of sanctioned posts during the year		
File Description	Documents	
Data Template	View File	
4.Institution		
4.1		27
Total number of Classrooms and Seminar halls		
4.2		88.29
Total expenditure excluding salary during the year (INR in lakhs)		
4.3		33
Total number of computers on campus for academic purposes		

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

College is affiliated to the University of Calicut. The Board of Studies (BOS) in different subjects of the university designs the syllabi which are available on official website of University. The principal of the college attends all the meetings called by academic

council, College development council, Pareeksha Bhavan organised by the University and takes part discussions and suggestions on all academic matters. Workshops on the revised syllabi were conducted by university where our college teachers participated actively. The academic council prepares the academic calendar as per guidelines about the terms received from the university. This calendar spell about term breaks, working days schedules of examinations, co-curricular and extra-curricular activities to be conducted during the year in the college. Academic calendar is available on the college website. Prior to the commence the teaching of allotted syllabus, the program outcome and subject outcome are discussed with the students. Along with the traditional chalk-and-board method, teachers blend the ICT tools foreffective delivery. Uses of participative and experiential learning methods are effective ways of curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://amc-college.com/documents-1#04089573-2c05-413f-9034-531d34f1a9fa

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Institution prioritizes adherence to the established academic calendar for the successful execution of Continuous Internal Evaluation (CIE). Emphasizing effective time management, the Academic Council diligently crafts the final academic schedule in alignment with the affiliated university's published calendar well in advance of each semester. This finalized academic timetable is prominently displayed on departmental notice boards the institution's official website. In instances of unforeseen developments necessitating changes in the academic calendar, prompt communication is extended to all students. Faculty members, guided by the academic calendar, meticulously prepare lesson plans, ensuring comprehensive coverage aligned with internal examination dates. Adherence to this schedule is a requisite for faculty members. The institution adheres strictly to the academic calendar designated by the University for respective courses. Strategic alignment empowers both teachers and students to effectively organize their teaching and learning schedules. The Academic Council actively oversees the consistent coverage of syllabi across all classes, having devised a standardized format for this purpose.

Regular general staff meetings facilitate the review of information, providing a platform for proposed measures to address any impediments encountered in syllabus coverage. Such obstacles may include unforeseen circumstances, personal reasons affecting a teacher, or variations in student comprehension across specific classes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://amc-college.com/internal-marks%26programmes

1.1.3 - Teachers of the Institution participate in C. Any 2 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
Academic council/BoS of Affiliating University
Setting of question papers for UG/PG programs
Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

15

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1123

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, The University curriculum offers students a comprehensive education that helps them to develop moral & ethical principles and become responsible members of society. College also developed certificate courses related to Professional Ethics, Gender equality, Human Values, Environment Sustainability.

Class on ethics human values are compulsorily provided to first year classes. And orientation is given to students by each dept. students are involved in socio-economic survey, population education club, carrier projects and activities conducted by various clubs. Outreach programmes of NSS and all clubs inculcate these principles Curriculum of open course includes inequality explore, female feticide and portrayal of woman in media. issues related to gender equity. Being co-education institute WDC of college provides assistance and help girl's students to face challenges with strength, courage. To achieve gender equality WDC conducts various programs and welfare activities. The internal complaints committee Audit course curriculum addresses various environmental issues. Students of NSS and Nature Club involved in various activities related to environmental issues. Through projects like tree plantation, vermicomposting, waste management and pollution control strategies, rain water harvesting, use of solar panels and creating a plastic-free campus, students fulfil their civic obligation.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1123

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://amc-college.com/documents-2#46d3159b
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://amc-college.com/documents-2#46d3159b-9252-49e8-b61c-010c52d8b728

TEACHING-LEARNING AND EVALUATION**2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year**

2.1.1.1 - Number of students admitted during the year

427

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)**2.1.2.1 - Number of actual students admitted from the reserved categories during the year**

82

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The SMART program for advanced learners sounds impressive, providing valuable opportunities for interaction with scholars and industry professionals. Engaging with successful entrepreneurs can be particularly inspiring and educational for students looking to expand their horizons. The Research Forum is a fantastic way to encourage scholarly discussion and promote research skills, while the online question bank initiative not only helps in collaborative learning but also reinforces the advanced learners' understanding of the material. These students also prepares power point presentations regarding the subjects and the same to distribute to the other students. Also the students conducted field survey related to the concerned topic For slower learners, the TIPS program seems well-structured, focusing on remediation and peer support. Remedial classes can help address gaps in understanding, and peer teaching fosters a sense of community and collaboration. Utilizing question banks created by advanced students is a smart way to leverage their knowledge for the benefit of others. Together, these programs create a supportive learning environment that caters to the diverse needs of students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1123	38

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences. As a part of participative learning our college has conducted various skill development programs and academic knowledge enhancing programs. These programs are named as 'Praxis'. The activities include:-

1. Skill development - conducting speech competition to strengthen language and communication skills. Helps building up of self- confidence.
2. PPT presentation competition - Improves students presentation skills.
3. Article review competition - To develop students' critical and analytical thinking.
4. Quiz competition - Theme based quiz competitions to evaluate students' knowledge and assist them to prepare for competitive examinations.
5. Jumble- Crumble competition - Encourages brain storming and helps expanding students' vocabulary.
6. Advertisement - Copy writing competition - Raises awareness about the essentiality of advertising in marketing.
7. Student -Led activities- Hand written magazines to address their creativity and video presentation competitions to show case their reading, thinking and writing skills.
8. Experiential Learning- conducting industrial tours, field trips etc.
9. Online Platform - Students engage in online group discussions, debates, seminars and presentations.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

To support, improve, and optimize the information distribution to students for an efficient teaching-learning process in the college, teachers use ICT-enabled technologies. LCD projectors, computers and laptops, scanners and printers, free electronic resources, PowerPoint presentations, online learning platforms, online video conferencing, and soft copies of notes are among the ICT tools that teachers employ. LCD projectors are utilized in the teaching and learning process to provide visual effects that improve learning capacity. The college has a computer lab where students can improve and expand their information technology knowledge. Conversely, teachers utilize printers and scanners to create e-book materials and internal exam question papers. Students can obtain e-resources for their studies by using the library's Digital Locker function. Teachers use PowerPoint presentations in their lessons, which help pupils remember information for later use. To manage the teaching-learning process and to spread knowledge, all students use online learning platforms, which are a collection of interactive online services. International video conferences employ Polycom gear and software to record sessions from different nations. In addition to the new learning experience our institution launched a new YouTube channel related to academics named 'AMC ACADEMIA'. In this channel teachers upload subject related videos in simple and understandable manner.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

38

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

3

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

196

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Continuous evaluation is carried out through a range of systematic academic procedure, such as, including internal exams, seminar presentations, assignments, and evaluating attendance and so on. In all semesters, at least two internal assessments are conducted to gauge the academic progress of students. Following each internal exam, the results are released, and students who score low marks are given the opportunity to improve their scores. In order to prepare the students for the university exam, a model exam is administered before the closure of semesters. Students are informed about the schedule well in advance electronically and by publishing the same in college notice boards. After preparing the internal marks the subject teacher collects the signature from each student and put the consolidated marks in college website. If having any grievances related to internal marks, they can approach department level grievance body to resolve it. If not, redressed the same can be further forwarded to college level grievance cell and again to University level too. Students are given with clear instructions regarding this three tier system of grievance redressal available for them.

The link for university level grievance redressal
<https://docs.uoc.ac.in/dsw/>

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Students' complaints about the internal assessment can be addressed through an open and transparent process. Based on their success on internal tests, assignments, seminar presentations, and attendance records, students receive internal grades each semester. Students are informed of their internal grades at the conclusion of each semester. Transparency is ensured by publishing internal marks along with the split-ups.

A student with a grievance may speak with the relevant faculty member who oversees the course after internal marks are published. The student may file a complaint with the departmental grievance redressal committee, which is made up of the department head, department coordinator, and tutor for that particular class, if the dispute is not resolved. This level of the department is where the majority of grievances are resolved. If the result is not satisfactory, the student may approach the college's grievance redressal cell, which is made up of the principal, the department head, a member of the college council who is chosen annually by the principal to serve as the grievance redressal committee convenor, and a student representative from each class. If the issue is still not resolved, approach university level also. The link for university level was <https://docs.uoc.ac.in/dsw/>

File Description	Documents
Any additional information	View File
Link for additional information	https://amc-college.com/internal-marks%26programmes

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The program outcome is the end result of carrying out specified programs that convey the results of a given discipline. The course, program, and program-specific outcomes that the college has identified are clearly communicated to teachers and students. The college uses the methods listed below to communicate the course outcome, program outcome, and program specific outcome. The college website displays the course, program, and program-specific outcomes: The course outcome, program outcome, and program specific outcome are all shown in detail on the college website.

Prospectus-described program outcome: At the time of admission, the college gives each student a prospectus that details the program's results, program-specific information, and course requirements. Additionally, the course, program, and program-specific outcomes are explained in detail in the college calendar. Details for the students regarding the syllabus: By distributing a soft copy of the syllabus in accordance with the Affiliated University Scheme, students are specifically informed about the curriculum and syllabus.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college regularly monitors program outcomes and program-specific outcomes to assess their effectiveness. Student placements and further education choices are key indicators of the program's success. Additionally, performance in competitive exams such as the MAT and CAT is also considered in evaluating the outcomes. Analysis of University Results: The analysis of university results takes place shortly after they are announced. Each department assigns a faculty member to gather and assess the results on a semester-by-semester basis. Under the department head's guidance, a departmental evaluation is conducted, and the findings are presented to the CGC, chaired by the principal. Any necessary corrective actions are then implemented. Internal Test Evaluation: Internal exams play a vital role in monitoring students' progress. The college conducts centralized internal examinations each semester. The progress card helps to identify weak students, who are then provided with remedial

classes to address their needs. This ensures that every student receives the attention necessary to succeed in their courses.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

295

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

<https://amc-college.com/survey%26welfare-activities>

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

0.1

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

0

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.thinkcogent.com/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

In academic and extracurricular contexts, Institution ensures that students are progressing to competent levels. The ED club organizes

various activities, such as field trips, walk with scholars, conferences and meetings with successful entrepreneurs. The Club continues the production units of paper pens, paper files, soaps, washing powders, LED lights and Friday stalls as active manufacturing practices to activate the commercial culture. Department level production units of Caparisons, mats, Agarbatti, scrunchies and chocolates units are progressing. Research Forum facilitates research on effective learning curriculum among faculty members and understudies of UG and PG. International level best paper award won by AMC in Japan, Osaka Conference is the evidence of growth of research. Intercollegiate scholarly advancement also ensured through active collaborations. The fests, improves, decisive reasoning exercises and insightful games to differentiate the abilities and its finest application. Among them are "Parivartan" Synergy and "BECO". AMC takes pleasure in its pamphlet "Daksha" and newsletter ECHO. The college magazine Emlanco, Department magazines, handwritten magazines and Students Commerce dictionary showcases inventiveness. ICT enabling for academics and IIC for vocational training improves competency. Intercollegiate activities and internships are promoted for excellence. Students are excelling in arts and sports of zonal competitions. Innovative ideas and growth are ensured by mentoring support

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

30

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

41

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

39

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities of the AMC College are designed to promote student's social participation to benefit the society. The college has been consistently interacted with the society through various clubs and cells like NSS, Red ribbon club, Gender equity club, Women Development club, social service club and through various departments. The NSS unit of the college consistently do the palliative care services, medical camps to the society, collection of funds to the needy, planting of tree saplings, plantation of vegetable garden and herbal garden in the society and its maintenance also conduct various awareness programs. Red Ribbon Club do many bloods donation camp and medical camp to the community. Social Service Club of the college do various kinds of charitable activities like awareness programs, fund donation, visit to different orphanages and distribution of necessary things to needy. The college conducts several municipality programs like cleaning and sanitation drive, awareness classes, conducting socio-economic surveys, voting campaign ,women empowerment programs, manufacturing and sale of various products like LED bulbs, soap, soap powder, pen and caparison,etc.and various community orientation programs through various departments in our college. By participating in social service activities,the students and college can make meaningful difference in the lives of others

File Description	Documents
Paste link for additional information	https://amc-college.com/documents-2#4e6309d8-41c0-4295-8115-758dd2682583
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

47

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

990

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

14

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Class Rooms

The institution has 24 commodious class rooms with enough furniture facilities. Out of these, 12 class rooms are ICT facilitated and 10 classes have WI FI facilities.

Computer Lab.

The institution has a well -equipped computer lab with 30 computers. This facility helps us to provide short-term computer training programs for the students that are offered by CIAS. This helps the students to get job in IT field.

Library.

Library has a significant role in academics and it is a very important part of a college. AMC has a good collection of books in our library for general reading and reference books for competitive examinations. More than that there is a collection of magazines and journals for reading.

Seminar hall.

College has a seminar hall to conduct seminars and meetings. This hall is ICT enabled one. It is commodious and enough facilities for conducting teaching learning activities for the students.

International video conferencing.

Since 2009 AMC has video conferencing facility for providing ICT classes for the students. Our management team providing international classes to students form Canada and Middle East. For this purpose, we are using Polycom Software with dedicated internet line.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Arts, sports and other extracurricular activities are important with academics. For promoting extracurricular activities, AMC is providing facilities for academics and non academics such as ;

Play Ground

Institution has a special interest in sports activities. The college

likely has sports grounds or courts for popular games like cricket, football, volleyball, badminton with a spacious playground of 2.6 acre land .

Health club

The college management is highly interested in the physical fitness of the students and staff. So, we have a multi gymnastic facility with highly sophisticated implements like power cycle, Walker etc.

Cultural activities

College often organizes cultural events such as arts festivals and other co-curricular activities. We have a multipurpose hall known as kalakshethra to conduct these events. student association clubs like fine arts club, literary and debate club also encourage to participate in cultural programs.

Santinikethan

Santinikethan is an outdoor eco friendly space for conducting teaching learning activities, such as speech competitions, communication games, debates etc to improve the communication skills of the students.

Additional amenities.

To support the well-being of our female students and staff, we have dedicated a rest room equipped with an incinerator and vending machine for menstrual hygiene products.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

15

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

19.58

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Necttos

We are using 5.0.6 version of Library ILMS software. Books are issued and returned through Necttos. New books are updated and recommendations for new books are also done through this. We are providing past years' question papers through Necttos under the head e-resources. The footfall entries of the users can also be obtained from Necttos.

Name of software - NECTTOS

Nature of Automation - Partly

Version - 5.0.6

Year of Automation - 2022

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources **E. None of the above**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.42

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Office Automation

We use NECTTOS Software for smooth college operations, covering academic documentation, online teaching, office administration, fee collection, and library management.

International Video Conferencing

- **POYCOM System:** Since its implementation in 2009, this system enables the college to offer international classes, enhancing the educational experience for students. It operates on dedicated BSNL lines for reliable connectivity.

Computer Lab

The computer lab includes 30 desktop computers, 3 laptops for departmental use. A designated system head is responsible for maintaining the lab regularly.

Wi-Fi and Internet Access

The college provides free Wi-Fi throughout the campus. The college is equipped with 2 BSNL connections, 1 Rail Wire connection, ensuring fast and reliable internet access for all students and staff.

Additional Facilities

- The college is equipped with sufficient hardware to support both academic and non-academic activities.
- ICT-Enabled Seminar Hall is designed for meetings and discussions, fostering collaborative learning.
- The campus is monitored by 16 operational CCTV cameras for enhanced safety.

- One multifunction printer for academic and administrative use.
- One dot-matrix printer designated for office tasks.
- One scanner available for academic and non-academic purposes.

This robust IT infrastructure is designed to facilitate an effective and enriching educational experience, supporting learning, communication, and efficient administration.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

33

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

64.72

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has established comprehensive systems and procedures for the repair and maintenance of physical, academic, and support facilities. These efficient policies ensure optimal use of infrastructure and amenities essential for effective operations.

Infrastructure Maintenance

- The administration allocates necessary funds for the upkeep of both existing and new facilities, including repairs and maintenance, through budget provisions.
- Management addresses infrastructure needs by evaluating departmental requests submitted to the principal and college council.

Staff and Responsibilities

- A dedicated team of workers is responsible for maintaining cleanliness across the campus.
- Library maintenance is overseen by staff members, led by the librarian, ensuring a well-organized and resourceful environment.
- The college's IT infrastructure is regularly updated by IT consultants to keep pace with technological advancements.
- The college maintains a stock register to monitor and verify inventory on an annual basis.
- Garden maintenance is carried out by a team of staff members.
- The Physical Education Department ensures that all gymnasium equipment is in proper working condition.
- The institution also engages in yearly maintenance agreements for equipment and physical facilities, ensuring they are regularly serviced and maintained.

This proactive approach to infrastructure and facility management reflects the college's commitment to providing a conducive learning environment.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

145

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

78

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://amc-college.com/documents-1#1f9d254c-a086-429d-819c-3789f44e3f6d
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

834

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

834

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent

A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

45

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

13

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The AMC Group of Educational Institutions makes it easier for students to participate in a range of extracurricular, administrative, and academic activities. The institution has student committees, a student union, and a college union. Each and every student-related activity is run by a staff adviser with guidance from College Union. Under the direction of the Union Chairman, the Student Union is granted autonomy and backing from the government to plan a range of activities. Activities related to sports and culture are organized by the general captain and secretary of the arts club, respectively. Student articles are gathered by the magazine editor for the campus publication. The voice of the students is represented by the University Union Councillor and the class reps. In addition, two student organizers oversee the forums, clubs, and cells. Student representatives in academic and administrative bodies are represented by members of the Students' Council. Representatives from the student body speak up in Department Associations, NSS, Cells, and Clubs.

File Description	Documents
Paste link for additional information	https://amc-college.com/documents-1#1f9d254c-a086-429d-819c-3789f44e3f6d
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution

participated during the year

42

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The AMC Group of Educational Institutions' Alumni Association fosters lifelong connections between graduates and the college, supporting its mission and goals. Recent events demonstrate this commitment. On June 3, 2023, a felicitation ceremony honored Ms. Meena Ramaswamy and Dr. Byju K for presenting a paper on social development in Osaka, Japan. Alumnus Mr. Ajith Kumar P P shared his experiences on higher education and job opportunities with students on June 12, 2023. The association hosted the 2020-2023 batch convocation on June 24, 2024, and reunited the 2012-2014 batch on August 31, 2023. An 'English Language and Work Place' session on September 4, 2023, empowered SMART students with effective language skills. Other notable events include presenting new jerseys to the college football team and hosting alumni meets, such as the 2020-2023-degree batch gathering and the 2017-2020 batch iftar meet on April 7, 2024. Through these initiatives, the Alumni Association has built a strong, vibrant community. By recognizing achievements, inspiring students, and fostering connections, the association ensures a lasting legacy of camaraderie and shared memories, enabling the community to thrive and grow. Its tireless efforts cement the bond between graduates and the institution.

File Description	Documents
Paste link for additional information	https://amc-college.com/about-alumni%26annualreport
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs) E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The journey of every institution begins with a clear vision and mission

VISION : TO TRANSFORM RURAL YOUTH TO VIBRANT, RESPONSIBLE AND SOCIALLY COMMITTED CITIZENS IN THE SPIRIT OF EDUCATION AND EXCELLENCE.

MISSION : BUILD MORALLY, PROFESSIONALLY, TECHNOLOGICALLY UPDATED FUTURE CITIZENS.

VALUES : CREATIVITY, COMPETENCY AND COMMITMENT

MOTTO :HAKUNA MATATA- IT MEANS "DON'T WORRY! BE HAPPY"

The Higher Education Institution (HEI) empowers rural youth, transforming them into responsible, socially committed citizens. Leadership, faculty, and stakeholders collaborate to provide high-quality education and innovative opportunities. Cutting-edge facilities like video conferencing enhance the learning experience, connecting students with experts, virtual workshops, and global resources.

In addition to academic excellence, the institution focuses on character development and skill-building through clubs and cells.

These platforms foster creativity, competency, and commitment, preparing students to excel in their chosen fields. Faculty and stakeholders mentor and guide students, providing a supportive and inclusive environment. By working together, the institution builds morally, professionally, and technologically updated citizens who make a positive impact. Collective efforts uplift rural youth, empowering them to succeed in an ever-changing world. The HEI is dedicated to making a difference in the lives of its students and the wider community.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

"The HEI fosters a culture of decentralization and participative management, reflected in its planning, administration, policy decision-making, and office management. This inclusive approach involves various stakeholders, including management, principal, vice principal, heads of departments, teaching and non-teaching staff, students, parents, alumni, College Governing Council (CGC), Internal Quality Assurance Cell (IQAC), academic council, student council, and staff council.

At the beginning of each academic year, teaching and non-teaching staff are assigned duties for various clubs and cells, empowering them to organize programs that enhance students' physical, mental, and creative well-being. This platform allows students to showcase their innate abilities and social commitment.

Management is actively engaged in activities supporting students' progression, and students are encouraged to approach the head of the institution and management for their academic and non-academic needs. Suggestions from students, alumni, Parents-Teachers Association (PTA), teachers, and other stakeholders are respected and discussed with the CGC.

The CGC, the supreme decision-making body, approves favorable suggestions from stakeholders, ensuring the institution's continuous

improvement. This collaborative approach ensures that all stakeholders contribute to the institution's growth and development."

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Higher Education Institution (HEI) has a comprehensive strategic plan that focuses on seven key aspects:

1. **Quality Assurance:** Establishing a NAAC-regulated Internal Quality Assurance Cell (IQAC), framing quality policies, and setting up monitoring committees.

2. **Teaching-Learning Excellence:** Enhancing academic planning, utilizing advanced teaching aids, promoting research, and ensuring transparent feedback mechanisms.

3. **Leadership and Management:** Promoting decentralization, functional committees, and transparent performance appraisal systems.

4. **Student Empowerment:** Allocating budgets, organizing placement activities, involving students in committees, and providing career guidance and competitions.

5. **Staff Development:** Implementing recruitment policies, performance evaluations, training, infrastructure support, welfare policies, and career advancement schemes, as well as encouraging research and innovation.

6. **Financial Management:** Framing policies, budgeting department-wise, forecasting income and expenditure, managing purchase committees, and facilitating industry-based projects through MoUs.

7. **Sustainable Governance:** Fostering green governance, pursuing accreditations, conducting academic audits, and developing infrastructure aligned with student needs.

These strategic goals aim to achieve educational excellence,

stakeholder involvement, and holistic institutional development. The plan prioritizes quality assurance, teaching-learning processes, leadership, student and staff development, financial management, and sustainable governance.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

"The college has a well-defined organizational structure under the Trisha Non-Profit Organization, established in 2003 to promote rural education. The structure comprises:

1. Managing Committee
2. College Governing Council
3. Academic Council
4. Academic Departments
5. Internal Quality Assurance Cell
6. Administrative Department

The trust consists of Meena Ramaswamy, Ramaswamy, Manikandan Ramaswamy. The managing committee executes administrative, organizational duties aligning with their vision and policies. Teachers are recruited primarily from rural areas as per UGC norms.

The CGC, the apex body, meets regularly to make important decisions. It consists of the Principal, Vice Principal, Department Heads, one non-teaching staff member. All college activities align with UGC norms and are discussed in the CGC, then passed to the managing committee for final approval.

The CGC makes major decisions regarding staff appointments and internal administration. IQAC monitors the system and quality of the HEI. There are four academic departments and an administrative wing to oversee daily departmental functioning. Department heads are responsible for both academic, non-academic aspects of student performance.

The following clubs promote students' non-academic talents;

- WDC
- SSC (NYNA)
- Nature Club
- Grievance Cell
- Anti-Ragging Cell
- Anti-Drugs Cell

These clubs foster a well-rounded student experience."

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://amc-college.com/college-council-%26-chart
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for teaching and non-teaching staff, ensuring a sustainable environment and high satisfaction. Measures include:

- ESI & PF Scheme - ICT Training & Workshop - Duty leaves for seminars and workshops - Maternity leave - Separate parking and Wi-Fi facilities - Honouring teachers for academic achievements - Annual increments subject to performance - Vacation salary for April and May - Awareness programs - Health Club, Community lunch, Staff tour, Refreshment programs, New year program, Free Wi-Fi, Festival allowances, and Free medical check-ups

A Staff Welfare Club is active, with a president, male and female coordinators, and a welfare fund to support members' financial needs, providing:

- Wedding and housewarming gifts - Medical exigencies support - Honoring staff achievements and retirement - Refreshment programs

The institution prioritizes staff welfare, ensuring a supportive environment and high satisfaction.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

7

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

8

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Staff Appraisal System in a Higher Education Institution (HEI):

A staff appraisal system is crucial in HEIs, particularly self-financing colleges, for:

- Accountability and transparency - Efficient management of resources and personnel - Quality education through qualified, trained, and supported faculty - Student support services enhancing the educational experience - Institutional growth through planning, development, and innovation - Accreditation requirements - Faculty development, research, and innovation - Effective governance, decision-making, and leadership

In self-financing colleges, a staff appraisal system:

- Enhances credibility and commitment to quality education - Supports resource management and optimal utilization - Fosters collaboration among faculty, staff, and students - Promotes student satisfaction through adequate support services - Encourages innovation and research, enhancing the institution's reputation

A robust staff appraisal system ensures regular evaluation, feedback, and professional development opportunities for faculty and staff. This leads to improved teaching, research, and administrative performance, ultimately contributing to the institution's growth and success. By prioritizing staff appraisal, HEIs can demonstrate their commitment to quality education and continuous improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

AMC Group of Educational Institutions has a transparent financial management system, ensuring effective utilization of funds and resources. As a self-financing college, it relies on tuition fees and funds from Trisha Charitable Trust. A committee, headed by the College Governing Council, plans and develops strategies for optimal resource allocation. Regular internal and external audits ensure financial transparency. The internal audit committee, comprising the Principal and office staff, works with chartered accountant V. Gopinathan & Co, who have provided guidance since inception. External audits analyze and verify financial statements' accuracy and reliability. The institution has consistently relied on external auditors, with no objections raised. This demonstrates commitment to financial transparency and accountability. The institution's financial management system is systematic and transparent, ensuring effective utilization of resources. Regular audits ensure accuracy and reliability of financial statements, maintaining the institution's credibility.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

10000

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The AMC Group of Educational Institutions has an effective executive committee that ensures effective resource utilization and fund mobilization. The committee oversees fundraising activities, allocating funds for staff salaries, library books, campus maintenance, and playground maintenance. Fee collection is the main source of fund. Besides the HEI receives grant from government authorities also. In emergency situations, Trisha Charitable Trust provides financial support.

Our management is forward-thinking, planning to rent out playground facilities to outsiders, generating additional revenue. There is no capitation fee for admissions or appointments, as we are governed by a Charitable Trust. Departments have autonomy to raise their own funds through food festivals and selling products made by their production units.

Key highlights:

- Effective resource utilization and fund mobilization
- Fund allocation for staff, library, campus, and playground maintenance
- Playground importance for students and sportsmanship promotion
- Emergency financial support from Trisha Charitable Trust
- No capitation fee for admissions or appointments
- Departmental autonomy for fundraising

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

"The Internal Quality Assurance Cell (IQAC) has implemented various strategies to enhance quality in the Higher Education Institution (HEI). During the academic year, IQAC introduced initiatives such as STEP TO and ENSEIGNER, which have contributed significantly to the institution's growth.

STEP TO, also known as the Finishing School, plays a crucial role in developing students' soft skills. Expert resource persons from other institutions conduct sessions to mentor and guide students, enabling them to compete in the external world. These sessions focus on building confidence and preparing students to face challenges in their career paths. Through STEP TO, students enhance their calibre and gain exposure to professional practices.

ENSEIGNER, on the other hand, emphasizes microteaching as an essential part of academics. This practice improves students' tutoring skills through concentrated, manageable practice sessions. Postgraduate students of the HEI conduct classes for undergraduate students, honing their skills in microteaching. This approach not only deepens their subject knowledge but also boosts their confidence in conveying thoughts and ideas. The receptors, in turn, gain profound knowledge in their respective branches of study.

These initiatives demonstrate IQAC's commitment to quality enhancement, student development, and academic excellence in the HEI."

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Innovative methodologies introduced by IQAC during the academic year are MERIT DAY, PRAXIS and AMC ACADEMIA, to enhance the teaching-learning process. MERIT DAY is organised to congratulate the class toppers of final year classes on their meritorious achievement. PRAXIS focuses on experiential, experimental, and ICT-enabled learning experiences aligned with the curriculum, aiming to foster enthusiasm, critical thinking, and confidence. AMC ACADEMIA is a digital platform offering video lessons, educational resources, and personalized learning experiences through adaptive technology, supporting students' academic journey and promoting self-directed learning.

These initiatives aim to create a supportive learning environment that fosters student growth, success, and achievement. The HEI aims to create a learning environment that is engaging, interactive, and relevant to the needs of its students. IQAC's efforts will enhance the teaching-learning process and create a positive impact on student outcomes. These methodologies will help students develop essential skills, build confidence, and achieve academic success.

By introducing PRAXIS and AMC ACADEMIA, IQAC demonstrates its commitment to innovative teaching, student development, and academic excellence. These initiatives will help students grow, succeed, and achieve their full potential.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://amc-college.com/affiliation%26annual-report
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

HEI, aims fostering gender equality and improving relationships between genders. By increasing awareness and encouraging positive interactions, the college seeks to establish safe, inclusive space for all stakeholders. The goal is to enhance understanding gender issues and advocate, an egalitarian society where genders enjoy equal rights and opportunities. The Gender Equity Cell, aims to uphold gender equality in all life aspects, including economic involvement and decision-making, while ensuring the diverse needs and perspectives of all genders are appreciated and respected. We focus on nurturing respectful and harmonious relationships among everyone to promote a culture of inclusivity and understanding through various self protection classes, gender awareness seminars etc. To build up confidence, many facilities are provided such as gym, badminton, martial arts like kalaripayite, boxing, etc for all interested students. Our efforts are directed towards dismantling deep-rooted gender biases and promoting a fairer, less prejudiced environment, thereby creating a supportive, inclusive atmosphere in college where all can fulfill their roles without facing gender bias. Many cells and clubs, such as the gender equity club, WDC, NSS, departments prioritize gender equality, which is not only basic human right but also crucial for fostering peaceful societies, unlocking human potential, and promoting sustainable development.

File Description	Documents
Annual gender sensitization action plan	https://amc-college.com/documents-1#ca917cd5-332a-42e9-83f2-25ccc914eb76
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://amc-college.com/documents-1#68deda6a-e43f-4d7a-9b27-fc3d7dde43e5

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste Management

As a higher education institution (HEI), we prioritize effective waste management through proper disposal and recycling practices. It's essential to employ appropriate techniques that consider environmental conditions. For example, our campus utilizes various disposal methods, while clubs like HARITHAM ensure that classrooms are kept tidy by students by regular inspections by the club members. We maintain a compost pit to maximize waste utilization. The principles of waste management—Reduce, Reuse, and Recycle—is implemented wherever possible. These eco-friendly practices help prevent harmful waste management strategies like landfills and incineration, which can negatively impact both human health and the environment. We also maintain a Reuse, Reduce, Recycle (RRR) garden that inspires others to engage in environmentally beneficial activities. The college's Nature club consistently seeks to connect with the environment, organizing initiatives to protect environment

and minimize pollution. As part of our reuse approach, students have created a waste bin from used bottles to collect plastic waste. NSS organised program Sneharaamam, which aims to converts garbage in to garden. Through these programs, we aim to instill a deep appreciation for nature in future generations, striving to cultivate a culture of zero waste

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus **B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: **A. Any 4 or All of the above**

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our college strives to create an inclusive environment that embraces the spirit of communal harmony through various activities and programs. We firmly believe in promoting diversity and unity among students of different cultural backgrounds. Celebration of festivals like Onam, Christmas, and Eid provides opportunities to learn different cultures and traditions. These celebrations also create a sense of unity among students. Furthermore, our college organizes Annual Day, Freshers Day, Arts Day, and Sports Day, by emphasizing importance of participation and recognizing individual talents, we create an environment that values diversity within our students. Various clubs of our HEI supported social institutions by providing study aids, funds, and comforted the inhabitants. SC/ST Club of our college works for creating equal opportunities to students from marginalized communities and raising awareness about reservations. Moreover, they rendered awareness to housewives from SC community. Grievance Cell ensures supportive environment for students to address their concerns and grievances. These initiatives promote inclusiveness and also create a belonging sense and support for all students. Our college emphasizes the significance of social, economic, and linguistic diversities through workshops, seminars, cultural programs. By creating an atmosphere of acceptance and harmony, we encourage students to embrace diversity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The HEI's clubs and cells have been organized programs to instil a sense of constitutional obligations in society and students. The Anti-Drug cell coordinated awareness programs and seminars throughout the campus in collaboration with Kerala Excise Department. HEI conducted Kargil Vijay Diwas to foster a patriotic sense in the minds of the youngsters. Furthermore, as part of the Abhayam project, HEI initiated fund collections for VPRC and for cancer treatments. As a part of "Meri Matti Mera Desh", N S S Unit of the HEI in association with Ananganadi Grama Panchayath and Nehru Yuva Kendra honored freedom fighters, soldiers. Rally regarding national integration was also conducted to recollect the memories of independence and to instill patriotism among students. The institution organised awareness program, collaborating with government agencies on traffic rules and road manners. Mock court trials, Mock elections was organised to develop critical thinking and to provide knowledge about democracy and legal practice. RTI Club took initiatives for giving consciousness among students about human rights and outcomes of corruption. Anti ragging cell provided sessions to address social issues and to create awareness among the students.

Additionally, The Electoral Literacy Club held camps and stalls to educate about elections.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://amc-college.com/documents-1#be5381cb-4f23-451b-b614-ee4d650dab46
Any other relevant information	https://www.facebook.com/share/r/CrJfbXXQrZP-atGx5/

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Every year, AMC Educational Institution celebrates International, National, and cultural events in our campus. More than just a tradition; it's a cornerstone of campus life. These celebrations are designed to cultivate happiness, peace, and harmony within the community, fostering a sense of shared identity and understanding by celebrating tradition, culture, and heritage. These events go beyond mere festivity, providing a platform for social engagement and community building. Students have the opportunity to connect with peers and faculty in a relaxed and inclusive environment, forging bonds and creating a sense of belonging. Moreover, these celebrations offer valuable opportunities to reflect on global challenges and celebrate humanity's achievements, providing a sense of purpose and perspective. The IQAC, AMC's quality assurance body, actively guides departments and cells to ensure these celebrations are meaningful and engaging. Important international and national days, and all religious festivals, are celebrated extensively, with students playing a key role in the planning and execution. This active involvement fosters a vibrant and inclusive campus culture where learning and celebrating go hand-in-hand, enriching both

academic and social life.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE1- PALIYAM - SUPPORT TO AGED PEOPLE IN RURAL AREA

HEI, strives to educate students at all levels. Since young adults are critical group. We strive to empower them not only as individuals, but also as essential members of the community. Students, as become ensure regular participation and spread awareness of palliative care, support for patient care with the help of medical authorities. It's really proud moment that youth involve without any hesitation and with their whole heart in such palliative activities through structured training sessions. The objective is to help patients through treatment, while providing physical & psychological support as it's our elementary obligation to help, assist our fellow beings.

BEST PRACTICE 2- RESIDENTIAL CAMP FOR DEVELOPMENT TO BRING COLLECTIVE CONCISOCUNESS Academic and non-academic group activities in college, keep students positive & energetic. Each association coordinated several programs based on various games, product launches etc. Association's residential camp, "AMORE", "CAMPER'S HUT" "NSS "KOODE" in which, students coordinated variety of programs like,, social service activities, programs on health & hygiene etc. By doing these, students learn to listen, trust, support, along with developing life skills like communication, coordination that cannot be learned from textbooks. Positive group experiences contribute to skills enhancement, overall success and positive humane mindset

File Description	Documents
Best practices in the Institutional website	https://amc-college.com/documents-2#0bd625e3-ddf0-4e08-aa0e-003cc587011b
Any other relevant information	https://www.facebook.com/share/p/6dk8Eu7co4VTZAJq/

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

GENDER NEUTRAL WORKSPACE

An institution should understand all kinds of people. As educational institutions shed knowledge about various aspects of life, it should take keen interest on providing favourable situations to everyone irrespective of their backgrounds. As such, our institution is dedicated to foster a gender-neutral workspace, and this commitment extends beyond policy. We ensured practical support by providing dedicated washrooms for transgender individuals. Our management and Gender Equality Club provides opportunities for transgender through various programs. Our institution actively promotes inclusivity for transgender individuals. Recent initiatives like a seminar led by Dr. Vijayarajamallika, transgender activist and Kerala Sahithya Academy member, and the "Pride Rainbow" seminar, that aims to raise awareness about gender equality and to learn about the challenges faced by the transgender community. These programs foster more inclusive and understanding environment for all. This dedication to inclusivity even reached an international stage with the presentation of a research paper by our management on the topic of transgender inclusivity at a conference in Japan, where it was recognized as one of the best. Moreover, we frequently connect with transgender individuals, conducting interviews with inspiring figures like Ms. Harimizhi. The students were deeply inspired by these interactions.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

College is affiliated to the University of Calicut. The Board of Studies (BOS) in different subjects of the university designs the syllabi which are available on official website of University. The principal of the college attends all the meetings called by academic council, College development council, Pareeksha Bhavan organised by the University and takes part discussions and suggestions on all academic matters. Workshops on the revised syllabi were conducted by university where our college teachers participated actively. The academic council prepares the academic calendar as per guidelines about the terms received from the university. This calendar spell about term breaks, working days schedules of examinations, co-curricular and extra-curricular activities to be conducted during the year in the college. Academic calendar is available on the college website. Prior to the commence the teaching of allotted syllabus, the program outcome and subject outcome are discussed with the students. Along with the traditional chalk-and-board method, teachers blend the ICT tools foreffective delivery. Uses of participative and experiential learning methods are effective ways of curriculum delivery.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://amc-college.com/documents-1#04089573-2c05-413f-9034-531d34f1a9fa

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

Institution prioritizes adherence to the established academic calendar for the successful execution of Continuous Internal Evaluation (CIE). Emphasizing effective time management, the Academic Council diligently crafts the final academic schedule in alignment with the affiliated university's published calendar well in advance of each semester. This finalized academic

timetable is prominently displayed on departmental notice boards the institution's official website. In instances of unforeseen developments necessitating changes in the academic calendar, prompt communication is extended to all students. Faculty members, guided by the academic calendar, meticulously prepare lesson plans, ensuring comprehensive coverage aligned with internal examination dates. Adherence to this schedule is a requisite for faculty members. The institution adheres strictly to the academic calendar designated by the University for respective courses. Strategic alignment empowers both teachers and students to effectively organize their teaching and learning schedules. The Academic Council actively oversees the consistent coverage of syllabi across all classes, having devised a standardized format for this purpose. Regular general staff meetings facilitate the review of information, providing a platform for proposed measures to address any impediments encountered in syllabus coverage. Such obstacles may include unforeseen circumstances, personal reasons affecting a teacher, or variations in student comprehension across specific classes.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://amc-college.com/internal-marks%26programmes

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

C. Any 2 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

8

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

15

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1123

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, The University curriculum offers students a comprehensive education that helps them to develop moral & ethical principles and become responsible members of society. College also developed certificate courses related to Professional Ethics, Gender equality, Human Values, Environment Sustainability. Class on ethics human values are compulsorily provided to first year classes. And orientation is given to students by each dept. students are involved in socio-economic survey, population education club, carrier projects and activities conducted by various clubs. Outreach programmes of NSS and all clubs inculcate these principles Curriculum of open course includes inequality explore, female feticide and portrayal of woman in media. issues related to gender equity. Being co-education institute WDC of college provides assistance and help girl's students to face challenges with strength, courage. To achieve gender equality WDC conducts various programs and welfare activities. The internal complaints committee Audit course curriculum addresses various environmental issues. Students of NSS and Nature Club involved in various activities related to environmental issues. Through projects like tree plantation, vermicomposting, waste management and pollution control strategies, rain water harvesting, use of solar panels and creating a plastic-free campus, students fulfil their civic obligation.

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

8

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

1123

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://amc-college.com/documents-2#46d3159b
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://amc-college.com/documents-2#46d3159b-9252-49e8-b61c-010c52d8b728

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

427

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

82

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

The SMART program for advanced learners sounds impressive, providing valuable opportunities for interaction with scholars and industry professionals. Engaging with successful entrepreneurs can be particularly inspiring and educational for students looking to expand their horizons. The Research Forum is a fantastic way to encourage scholarly discussion and promote research skills, while the online question bank initiative not only helps in collaborative learning but also reinforces the advanced learners' understanding of the material. These students also prepares power point presentations regarding the subjects and the same to distribute to the other students. Also the students conducted field survey related to the concerned topic For slower learners, the TIPS program seems well-structured, focusing on remediation and peer support. Remedial classes can help address gaps in understanding, and peer teaching fosters a sense of community and collaboration. Utilizing question banks created by advanced students is a smart way to leverage their knowledge for the benefit of others. Together, these programs create a supportive learning environment that caters to the diverse needs of students.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
1123	38

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences. As a part of participative learning our college has conducted various skill development programs and academic knowledge enhancing programs. These programs are named as 'Praxis'. The activities include:- 1. Skill development - conducting speech competition to strengthen language and communication skills. Helps building up of self-confidence. 2. PPT presentation competition - Improves students presentation skills. 3. Article review competition - To develop students' critical and analytical thinking. 4. Quiz competition - Theme based quiz competitions to evaluate students' knowledge and assist them to prepare for competitive examinations. 5. Jumble-Crumble competition - Encourages brain storming and helps expanding students' vocabulary. 6. Advertisement - Copy writing competition - Raises awareness about the essentiality of advertising in marketing. 7. Student -Led activities- Hand written magazines to address their creativity and video presentation competitions to show case their reading, thinking and writing skills. 8. Experiential Learning- conducting industrial tours, field trips etc. 9. Online Platform - Students engage in online group discussions, debates, seminars and presentations.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

To support, improve, and optimize the information distribution to students for an efficient teaching-learning process in the college, teachers use ICT-enabled technologies. LCD projectors, computers and laptops, scanners and printers, free electronic

resources, PowerPoint presentations, online learning platforms, online video conferencing, and soft copies of notes are among the ICT tools that teachers employ. LCD projectors are utilized in the teaching and learning process to provide visual effects that improve learning capacity. The college has a computer lab where students can improve and expand their information technology knowledge. Conversely, teachers utilize printers and scanners to create e-book materials and internal exam question papers. Students can obtain e-resources for their studies by using the library's Digital Locker function. Teachers use PowerPoint presentations in their lessons, which help pupils remember information for later use. To manage the teaching-learning process and to spread knowledge, all students use online learning platforms, which are a collection of interactive online services. International video conferences employ Polycom gear and software to record sessions from different nations. In addition to the new learning experience our institution launched a new YouTube channel related to academics named 'AMC ACADEMIA'. In this channel teachers upload subject related videos in simple and understandable manner.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

38

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality	
2.4.1 - Number of full time teachers against sanctioned posts during the year	
38	
File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File
2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)	
2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year	
3	
File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File
2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)	
2.4.3.1 - Total experience of full-time teachers	
196	
File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Continuous evaluation is carried out through a range of systematic academic procedure, such as, including internal exams, seminar presentations, assignments, and evaluating attendance and so on. In all semesters, at least two internal assessments are conducted to gauge the academic progress of students. Following each internal exam, the results are released, and students who score low marks are given the opportunity to improve their scores. In order to prepare the students for the university exam, a model exam is administered before the closure of semesters. Students are informed about the schedule well in advance electronically and by publishing the same in college notice boards. After preparing the internal marks the subject teacher collects the signature from each student and put the consolidated marks in college website. If having any grievances related to internal marks, they can approach department level grievance body to resolve it. If not, redressed the same can be further forwarded to college level grievance cell and again to University level too. Students are given with clear instructions regarding this three tier system of grievance redressal available for them.

The link for university level grievance redressal
<https://docs.uoc.ac.in/dsw/>

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Students' complaints about the internal assessment can be addressed through an open and transparent process. Based on their success on internal tests, assignments, seminar presentations, and attendance records, students receive internal grades each semester. Students are informed of their internal grades at the conclusion of each semester. Transparency is ensured by publishing internal marks along with the split-ups.

A student with a grievance may speak with the relevant faculty member who oversees the course after internal marks are published. The student may file a complaint with the departmental grievance redressal committee, which is made up of the department head, department coordinator, and tutor for that particular class, if the dispute is not resolved. This level of the department is where the majority of grievances are resolved. If the result is not satisfactory, the student may approach the college's grievance redressal cell, which is made up of the principal, the department head, a member of the college council who is chosen annually by the principal to serve as the grievance redressal committee convenor, and a student representative from each class. If the issue is still not resolved, approach university level also. The link for university level was <https://docs.uoc.ac.in/dsw/>

File Description	Documents
Any additional information	View File
Link for additional information	https://amc-college.com/internal-marks%26programmes

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

The program outcome is the end result of carrying out specified programs that convey the results of a given discipline. The course, program, and program-specific outcomes that the college has identified are clearly communicated to teachers and students. The college uses the methods listed below to communicate the course outcome, program outcome, and program specific outcome. The college website displays the course, program, and program-specific outcomes: The course outcome, program outcome, and program specific outcome are all shown in detail on the college website.

Prospectus-described program outcome: At the time of admission, the college gives each student a prospectus that details the program's results, program-specific information, and course requirements. Additionally, the course, program, and program-specific outcomes are explained in detail in the college

calendar. Details for the students regarding the syllabus: By distributing a soft copy of the syllabus in accordance with the Affiliated University Scheme, students are specifically informed about the curriculum and syllabus.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil
Upload COs for all Programmes (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

The college regularly monitors program outcomes and program-specific outcomes to assess their effectiveness. Student placements and further education choices are key indicators of the program's success. Additionally, performance in competitive exams such as the MAT and CAT is also considered in evaluating the outcomes. Analysis of University Results: The analysis of university results takes place shortly after they are announced. Each department assigns a faculty member to gather and assess the results on a semester-by-semester basis. Under the department head's guidance, a departmental evaluation is conducted, and the findings are presented to the CGC, chaired by the principal. Any necessary corrective actions are then implemented. Internal Test Evaluation: Internal exams play a vital role in monitoring students' progress. The college conducts centralized internal examinations each semester. The progress card helps to identify weak students, who are then provided with remedial classes to address their needs. This ensures that every student receives the attention necessary to succeed in their courses.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

295	
File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil
2.7 - Student Satisfaction Survey	
2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)	
https://amc-college.com/survey%26welfare-activities	
RESEARCH, INNOVATIONS AND EXTENSION	
3.1 - Resource Mobilization for Research	
3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)	
0.1	
File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File
3.1.2 - Number of teachers recognized as research guides (latest completed academic year)	
3.1.2.1 - Number of teachers recognized as research guides	
0	

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	http://www.thinkcogent.com/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

In academic and extracurricular contexts, Institution ensures that students are progressing to competent levels. The ED club organizes various activities, such as field trips, walk with scholars, conferences and meetings with successful entrepreneurs. The Club continues the production units of paper pens, paper files, soaps, washing powders, LED lights and Friday stalls as active manufacturing practices to activate the commercial culture. Department level production units of Caparisons, mats, Agarbatti, scrunchies and chocolates units are progressing. Research Forum facilitates research on effective learning curriculum among faculty members and understudies of UG and PG. International level best paper award won by AMC in Japan, Osaka Conference is the evidence of growth of research. Intercollegiate scholarly advancement also ensured through active collaborations. The fests, improves, decisive reasoning exercises and insightful games to differentiate the abilities and its finest application. Among them are "Parivartan" Synergy and

"BECO". AMC takes pleasure in its pamphlet "Daksha" and newsletter ECHO. The college magazine Emlanco, Department magazines, handwritten magazines and Students Commerce dictionary showcases inventiveness. ICT enabling for academics and IIC for vocational training improves competency. Intercollegiate activities and internships are promoted for excellence. Students are excelling in arts and sports of zonal competitions. Innovative ideas and growth are ensured by mentoring support

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

30

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

41

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

39

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Extension activities of the AMC College are designed to promote student's social participation to benefit the society. The

college has been consistently interacted with the society through various clubs and cells like NSS, Red ribbon club, Gender equity club, Women Development club, social service club and through various departments. The NSS unit of the college consistently do the palliative care services, medical camps to the society, collection of funds to the needy, planting of tree saplings, plantation of vegetable garden and herbal garden in the society and its maintenance also conduct various awareness programs. Red Ribbon Club do many bloods donation camp and medical camp to the community. Social Service Club of the college do various kinds of charitable activities like awareness programs, fund donation, visit to different orphanages and distribution of necessary things to needy. The college conducts several municipality programs like cleaning and sanitation drive, awareness classes, conducting socio-economic surveys, voting campaign ,women empowerment programs, manufacturing and sale of various products like LED bulbs, soap, soap powder, pen and caparison,etc.and various community orientation programs through various departments in our college. By participating in social service activities,the students and college can make meaningful difference in the lives of others

File Description	Documents
Paste link for additional information	https://amc-college.com/documents-2#4e6309d8-41c0-4295-8115-758dd2682583
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	No File Uploaded

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

47

File Description	Documents
Reports of the event organized	View File
Any additional information	View File
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

990

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

14

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

0

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Class Rooms

The institution has 24 commodious class rooms with enough furniture facilities. Out of these, 12 class rooms are ICT facilitated and 10 classes have WI FI facilities.

Computer Lab.

The institution has a well -equipped computer lab with 30 computers. This facility helps us to provide short-term computer training programs for the students that are offered by CIAS. This helps the students to get job in IT field.

Library.

Library has a significant role in academics and it is a very important part of a college. AMC has a good collection of books in our library for general reading and reference books for competitive examinations. More than that there is a collection of magazines and journals for reading.

Seminar hall.

College has a seminar hall to conduct seminars and meetings. This hall is ICT enabled one. It is commodious and enough facilities for conducting teaching learning activities for the students.

International video conferencing.

Since 2009 AMC has video conferencing facility for providing ICT classes for the students. Our management team providing international classes to students form Canada and Middle East. For this purpose, we are using Polycom Software with dedicated internet line.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Arts, sports and other extracurricular activities are important with academics. For promoting extracurricular activities, AMC is providing facilities for academics and non academics such as ;

Play Ground

Institution has a special interest in sports activities. The college likely has sports grounds or courts for popular games like cricket, football, volleyball, badminton with a spacious playground of 2.6 acre land .

Health club

The college management is highly interested in the physical

fitness of the students and staff. So, we have a multi gymnastic facility with highly sophisticated implements like power cycle, Walker etc.

Cultural activities

College often organizes cultural events such as arts festivals and other co-curricular activities. We have a multipurpose hall known as kalakshethra to conduct these events. student association clubs like fine arts club, literary and debate club also encourage to participate in cultural programs.

Santinikethan

Santinikethan is an outdoor eco friendly space for conducting teaching learning activities, such as speech competitions, communication games, debates etc to improve the communication skills of the students.

Additional amenities.

To support the well-being of our female students and staff, we have dedicated a rest room equipped with an incinerator and vending machine for menstrual hygiene products.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

15

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

19.58

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Necttos

We are using 5.0.6 version of Library ILMS software. Books are issued and returned through Necttos. New books are updated and recommendations for new books are also done through this. We are providing past years' question papers through Necttos under the head e-resources. The footfall entries of the users can also be obtained from Necttos.

Name of software - NECTTOS

Nature of Automation - Partly

Version - 5.0.6

Year of Automation - 2022

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

E. None of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.42

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

97

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Office Automation

We use NECTTOS Software for smooth college operations, covering academic documentation, online teaching, office administration, fee collection, and library management.

International Video Conferencing

- **POYCOM System:** Since its implementation in 2009, this system enables the college to offer international classes, enhancing the educational experience for students. It operates on dedicated BSNL lines for reliable connectivity.

Computer Lab

The computer lab includes 30 desktop computers, 3 laptops for departmental use. A designated system head is responsible for maintaining the lab regularly.

Wi-Fi and Internet Access

The college provides free Wi-Fi throughout the campus. The college is equipped with 2 BSNL connections, 1 Rail Wire connection, ensuring fast and reliable internet access for all students and staff.

Additional Facilities

- The college is equipped with sufficient hardware to support both academic and non-academic activities.
- ICT-Enabled Seminar Hall is designed for meetings and discussions, fostering collaborative learning.
- The campus is monitored by 16 operational CCTV cameras for enhanced safety.

- One multifunction printer for academic and administrative use.
- One dot-matrix printer designated for office tasks.
- One scanner available for academic and non-academic purposes.

This robust IT infrastructure is designed to facilitate an effective and enriching educational experience, supporting learning, communication, and efficient administration.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

33

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

64.72

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The college has established comprehensive systems and procedures for the repair and maintenance of physical, academic, and support facilities. These efficient policies ensure optimal use of infrastructure and amenities essential for effective operations.

Infrastructure Maintenance

- The administration allocates necessary funds for the upkeep of both existing and new facilities, including repairs and maintenance, through budget provisions.
- Management addresses infrastructure needs by evaluating departmental requests submitted to the principal and college council.

Staff and Responsibilities

- A dedicated team of workers is responsible for maintaining cleanliness across the campus.
- Library maintenance is overseen by staff members, led by the librarian, ensuring a well-organized and resourceful environment.
- The college's IT infrastructure is regularly updated by IT consultants to keep pace with technological advancements.
- The college maintains a stock register to monitor and verify inventory on an annual basis.
- Garden maintenance is carried out by a team of staff members.
- The Physical Education Department ensures that all gymnasium equipment is in proper working condition.
- The institution also engages in yearly maintenance agreements for equipment and physical facilities, ensuring

they are regularly serviced and maintained.

This proactive approach to infrastructure and facility management reflects the college's commitment to providing a conducive learning environment.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

145

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

78

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File
5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	A. All of the above
File Description	Documents
Link to Institutional website	https://amc-college.com/documents-1#1f9d254c-a086-429d-819c-3789f44e3f6d
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File
5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
834	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
834	
File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent	A. All of the above

mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

11

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

45

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

13

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

1

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	View File
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The AMC Group of Educational Institutions makes it easier for students to participate in a range of extracurricular, administrative, and academic activities. The institution has student committees, a student union, and a college union. Each and every student-related activity is run by a staff adviser with guidance from College Union. Under the direction of the Union Chairman, the Student Union is granted autonomy and backing from the government to plan a range of activities. Activities related to sports and culture are organized by the general captain and secretary of the arts club, respectively. Student articles are gathered by the magazine editor for the campus publication. The voice of the students is represented by the University Union Councillor and the class reps. In addition, two student organizers oversee the forums, clubs, and cells. Student representatives in academic and administrative bodies are represented by members of the Students' Council. Representatives from the student body speak up in Department Associations, NSS, Cells, and Clubs.

File Description	Documents
Paste link for additional information	https://amc-college.com/documents-1#1f9d254c-a086-429d-819c-3789f44e3f6d
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

42

File Description	Documents
Report of the event	View File
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The AMC Group of Educational Institutions' Alumni Association fosters lifelong connections between graduates and the college, supporting its mission and goals. Recent events demonstrate this commitment. On June 3, 2023, a felicitation ceremony honored Ms. Meena Ramaswamy and Dr. Byju K for presenting a paper on social development in Osaka, Japan. Alumnus Mr. Ajith Kumar P P shared his experiences on higher education and job opportunities with students on June 12, 2023. The association hosted the 2020-2023 batch convocation on June 24, 2024, and reunited the 2012-2014 batch on August 31, 2023. An 'English Language and Work Place' session on September 4, 2023, empowered SMART students with effective language skills. Other notable events include presenting new jerseys to the college football team and hosting alumni meets, such as the 2020-2023-degree batch gathering and the 2017-2020 batch iftar meet on April 7, 2024. Through these initiatives, the Alumni Association has built a strong, vibrant community. By recognizing achievements, inspiring students, and fostering connections, the association ensures a lasting legacy of camaraderie and shared memories, enabling the community to thrive and grow. Its tireless efforts cement the bond between graduates and the institution.

File Description	Documents
Paste link for additional information	https://amc-college.com/about-alumni%26annualreport
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The journey of every institution begins with a clear vision and mission

VISION : TO TRANSFORM RURAL YOUTH TO VIBRANT, RESPONSIBLE AND SOCIALLY COMMITTED CITIZENS IN THE SPIRIT OF EDUCATION AND EXCELLENCE.

MISSION : BUILD MORALLY, PROFESSIONALLY, TECHNOLOGICALLY UPDATED FUTURE CITIZENS.

VALUES : CREATIVITY, COMPETENCY AND COMMITMENT

MOTTO :HAKUNA MATATA- IT MEANS "DON'T WORRY! BE HAPPY"

The Higher Education Institution (HEI) empowers rural youth, transforming them into responsible, socially committed citizens. Leadership, faculty, and stakeholders collaborate to provide high-quality education and innovative opportunities. Cutting-edge facilities like video conferencing enhance the learning experience, connecting students with experts, virtual workshops, and global resources.

In addition to academic excellence, the institution focuses on character development and skill-building through clubs and cells.

These platforms foster creativity, competency, and commitment, preparing students to excel in their chosen fields. Faculty and stakeholders mentor and guide students, providing a supportive and inclusive environment. By working together, the institution builds morally, professionally, and technologically updated citizens who make a positive impact. Collective efforts uplift rural youth, empowering them to succeed in an ever-changing world. The HEI is dedicated to making a difference in the lives of its students and the wider community.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

"The HEI fosters a culture of decentralization and participative management, reflected in its planning, administration, policy decision-making, and office management. This inclusive approach involves various stakeholders, including management, principal, vice principal, heads of departments, teaching and non-teaching staff, students, parents, alumni, College Governing Council (CGC), Internal Quality Assurance Cell (IQAC), academic council, student council, and staff council.

At the beginning of each academic year, teaching and non-teaching staff are assigned duties for various clubs and cells, empowering them to organize programs that enhance students' physical, mental, and creative well-being. This platform allows students to showcase their innate abilities and social commitment.

Management is actively engaged in activities supporting students' progression, and students are encouraged to approach the head of the institution and management for their academic and non-academic needs. Suggestions from students, alumni, Parents-Teachers Association (PTA), teachers, and other stakeholders are respected and discussed with the CGC.

The CGC, the supreme decision-making body, approves favorable suggestions from stakeholders, ensuring the institution's

continuous improvement. This collaborative approach ensures that all stakeholders contribute to the institution's growth and development."

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The Higher Education Institution (HEI) has a comprehensive strategic plan that focuses on seven key aspects:

1. **Quality Assurance:** Establishing a NAAC-regulated Internal Quality Assurance Cell (IQAC), framing quality policies, and setting up monitoring committees.
2. **Teaching-Learning Excellence:** Enhancing academic planning, utilizing advanced teaching aids, promoting research, and ensuring transparent feedback mechanisms.
3. **Leadership and Management:** Promoting decentralization, functional committees, and transparent performance appraisal systems.
4. **Student Empowerment:** Allocating budgets, organizing placement activities, involving students in committees, and providing career guidance and competitions.
5. **Staff Development:** Implementing recruitment policies, performance evaluations, training, infrastructure support, welfare policies, and career advancement schemes, as well as encouraging research and innovation.
6. **Financial Management:** Framing policies, budgeting department-wise, forecasting income and expenditure, managing purchase committees, and facilitating industry-based projects through MoUs.
7. **Sustainable Governance:** Fostering green governance, pursuing accreditations, conducting academic audits, and developing infrastructure aligned with student needs.

These strategic goals aim to achieve educational excellence, stakeholder involvement, and holistic institutional development. The plan prioritizes quality assurance, teaching-learning processes, leadership, student and staff development, financial management, and sustainable governance.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

"The college has a well-defined organizational structure under the Trisha Non-Profit Organization, established in 2003 to promote rural education. The structure comprises:

1. Managing Committee
2. College Governing Council
3. Academic Council
4. Academic Departments
5. Internal Quality Assurance Cell
6. Administrative Department

The trust consists of Meena Ramaswamy, Ramaswamy, Manikandan Ramaswamy. The managing committee executes administrative, organizational duties aligning with their vision and policies. Teachers are recruited primarily from rural areas as per UGC norms.

The CGC, the apex body, meets regularly to make important decisions. It consists of the Principal, Vice Principal, Department Heads, one non-teaching staff member. All college activities align with UGC norms and are discussed in the CGC,

then passed to the managing committee for final approval.

The CGC makes major decisions regarding staff appointments and internal administration. IQAC monitors the system and quality of the HEI. There are four academic departments and an administrative wing to oversee daily departmental functioning. Department heads are responsible for both academic, non-academic aspects of student performance.

The following clubs promote students' non-academic talents;

- WDC
- SSC (NYNA)
- Nature Club
- Grievance Cell
- Anti-Ragging Cell
- Anti-Drugs Cell

These clubs foster a well-rounded student experience."

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the institution webpage	https://amc-college.com/college-council-%26-chart
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has effective welfare measures for teaching and non-teaching staff, ensuring a sustainable environment and high satisfaction. Measures include:

- ESI & PF Scheme - ICT Training & Workshop - Duty leaves for seminars and workshops - Maternity leave - Separate parking and Wi-Fi facilities - Honouring teachers for academic achievements - Annual increments subject to performance - Vacation salary for April and May - Awareness programs - Health Club, Community lunch, Staff tour, Refreshment programs, New year program, Free Wi-Fi, Festival allowances, and Free medical check-ups

A Staff Welfare Club is active, with a president, male and female coordinators, and a welfare fund to support members' financial needs, providing:

- Wedding and housewarming gifts - Medical exigencies support - Honoring staff achievements and retirement - Refreshment programs

The institution prioritizes staff welfare, ensuring a supportive environment and high satisfaction.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

7

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)**6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year**

8

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Staff Appraisal System in a Higher Education Institution (HEI):

A staff appraisal system is crucial in HEIs, particularly self-financing colleges, for:

- Accountability and transparency - Efficient management of resources and personnel - Quality education through qualified, trained, and supported faculty - Student support services enhancing the educational experience - Institutional growth through planning, development, and innovation - Accreditation requirements - Faculty development, research, and innovation - Effective governance, decision-making, and leadership

In self-financing colleges, a staff appraisal system:

- Enhances credibility and commitment to quality education - Supports resource management and optimal utilization - Fosters collaboration among faculty, staff, and students - Promotes student satisfaction through adequate support services - Encourages innovation and research, enhancing the institution's reputation

A robust staff appraisal system ensures regular evaluation, feedback, and professional development opportunities for faculty and staff. This leads to improved teaching, research, and administrative performance, ultimately contributing to the institution's growth and success. By prioritizing staff appraisal, HEIs can demonstrate their commitment to quality education and continuous improvement.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

AMC Group of Educational Institutions has a transparent financial management system, ensuring effective utilization of funds and resources. As a self-financing college, it relies on tuition fees and funds from Trisha Charitable Trust. A committee, headed by the College Governing Council, plans and develops strategies for optimal resource allocation. Regular internal and external audits ensure financial transparency. The internal audit committee, comprising the Principal and office staff, works with chartered accountant V. Gopinathan & Co, who have provided guidance since inception. External audits analyze and verify financial statements' accuracy and reliability. The institution has consistently relied on external auditors, with no objections raised. This demonstrates commitment to financial transparency and accountability. The institution's financial management system is systematic and transparent, ensuring effective utilization of resources. Regular audits ensure accuracy and reliability of financial statements, maintaining the institution's credibility.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

10000

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The AMC Group of Educational Institutions has an effective executive committee that ensures effective resource utilization and fund mobilization. The committee oversees fundraising activities, allocating funds for staff salaries, library books, campus maintenance, and playground maintenance. Fee collection is the main source of fund. Besides the HEI receives grant from government authorities also. In emergency situations, Trisha Charitable Trust provides financial support.

Our management is forward-thinking, planning to rent out playground facilities to outsiders, generating additional revenue. There is no capitation fee for admissions or appointments, as we are governed by a Charitable Trust. Departments have autonomy to raise their own funds through food festivals and selling products made by their production units.

Key highlights:

- Effective resource utilization and fund mobilization
- Fund allocation for staff, library, campus, and playground maintenance
- Playground importance for students and sportsmanship promotion
- Emergency financial support from Trisha Charitable Trust
- No capitation fee for admissions or appointments
- Departmental autonomy for fundraising

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

"The Internal Quality Assurance Cell (IQAC) has implemented various strategies to enhance quality in the Higher Education Institution (HEI). During the academic year, IQAC introduced initiatives such as STEP TO and ENSEIGNER, which have contributed significantly to the institution's growth.

STEP TO, also known as the Finishing School, plays a crucial role in developing students' soft skills. Expert resource persons from other institutions conduct sessions to mentor and guide students, enabling them to compete in the external world. These sessions focus on building confidence and preparing students to face challenges in their career paths. Through STEP TO, students enhance their calibre and gain exposure to professional practices.

ENSEIGNER, on the other hand, emphasizes microteaching as an essential part of academics. This practice improves students' tutoring skills through concentrated, manageable practice sessions. Postgraduate students of the HEI conduct classes for undergraduate students, honing their skills in microteaching. This approach not only deepens their subject knowledge but also boosts their confidence in conveying thoughts and ideas. The receptors, in turn, gain profound knowledge in their respective branches of study.

These initiatives demonstrate IQAC's commitment to quality enhancement, student development, and academic excellence in the HEI."

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Innovative methodologies introduced by IQAC during the academic year are MERIT DAY, PRAXIS and AMC ACADEMIA, to enhance the teaching-learning process. MERIT DAY is organised to congratulate the class toppers of final year classes on their meritorious achievement. PRAXIS focuses on experiential, experimental, and ICT-enabled learning experiences aligned with the curriculum, aiming to foster enthusiasm, critical thinking, and confidence. AMC ACADEMIA is a digital platform offering video lessons, educational resources, and personalized learning experiences through adaptive technology, supporting students' academic journey and promoting self-directed learning.

These initiatives aim to create a supportive learning environment that fosters student growth, success, and achievement. The HEI aims to create a learning environment that is engaging, interactive, and relevant to the needs of its students. IQAC's efforts will enhance the teaching-learning process and create a positive impact on student outcomes. These methodologies will help students develop essential skills, build confidence, and achieve academic success.

By introducing PRAXIS and AMC ACADEMIA, IQAC demonstrates its commitment to innovative teaching, student development, and academic excellence. These initiatives will help students grow, succeed, and achieve their full potential.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of

C. Any 2 of the above

**Internal Quality Assurance Cell (IQAC);
Feedback collected, analyzed and used for
improvements Collaborative quality
initiatives with other institution(s)
Participation in NIRF any other quality
audit recognized by state, national or
international agencies (ISO Certification,
NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	https://amc-college.com/affiliation%26annual-report
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

HEI, aims fostering gender equality and improving relationships between genders. By increasing awareness and encouraging positive interactions, the college seeks to establish safe, inclusive space for all stakeholders. The goal is to enhance understanding gender issues and advocate, an egalitarian society where genders enjoy equal rights and opportunities. The Gender Equity Cell, aims to uphold gender equality in all life aspects, including economic involvement and decision-making, while ensuring the diverse needs and perspectives of all genders are appreciated and respected. We focus on nurturing respectful and harmonious relationships among everyone to promote a culture of inclusivity and understanding through various self protection classes, gender awareness seminars etc. To build up confidence, many facilities are provided such as gym, badminton, martial arts like kalaripayite, boxing, etc for all interested students. Our efforts are directed towards dismantling deep-rooted gender biases and promoting a fairer, less prejudiced environment, thereby creating a supportive, inclusive atmosphere in college where all can fulfill

their roles without facing gender bias. Many cells and clubs, such as the gender equity club, WDC, NSS, departments prioritize gender equality, which is not only basic human right but also crucial for fostering peaceful societies, unlocking human potential, and promoting sustainable development.

File Description	Documents
Annual gender sensitization action plan	https://amc-college.com/documents-1#ca917cd5-332a-42e9-83f2-25ccc914eb76
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://amc-college.com/documents-1#68deda6a-e43f-4d7a-9b27-fc3d7dde43e5

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Waste Management

As a higher education institution (HEI), we prioritize effective waste management through proper disposal and recycling practices. It's essential to employ appropriate techniques that consider environmental conditions. For example, our campus utilizes various disposal methods, while clubs like HARITHAM ensure that classrooms are kept tidy by students by regular inspections by the club members. We maintain a compost pit to maximize waste utilization. The principles of waste management—Reduce, Reuse, and Recycle—is implemented wherever possible. These eco-friendly

practices help prevent harmful waste management strategies like landfills and incineration, which can negatively impact both human health and the environment. We also maintain a Reuse, Reduce, Recycle (RRR) garden that inspires others to engage in environmentally beneficial activities. The college's Nature club consistently seeks to connect with the environment, organizing initiatives to protect environment and minimize pollution. As part of our reuse approach, students have created a waste bin from used bottles to collect plastic waste. NSS organised program Sneharaamam, which aims to convert garbage into garden. Through these programs, we aim to instill a deep appreciation for nature in future generations, striving to cultivate a culture of zero waste

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

- 1. Restricted entry of automobiles**
- 2. Use of bicycles/ Battery-powered vehicles**
- 3. Pedestrian-friendly pathways**
- 4. Ban on use of plastic**
- 5. Landscaping**

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Our college strives to create an inclusive environment that embraces the spirit of communal harmony through various activities and programs. We firmly believe in promoting diversity and unity among students of different cultural backgrounds. Celebration of festivals like Onam, Christmas, and Eid provides opportunities to learn different cultures and traditions . These celebrations also create a sense of unity among students. Furthermore, our college organizes Annual Day, Freshers Day, Arts Day, and Sports Day, by emphasizing importance of participation and recognizing individual talents, we create an environment that values diversity within our students. Various clubs of our HEI supported social institutions by providing study aids, funds, and comforted the inhabitants. SC/ST Club of our college works for creating equal opportunities to students from marginalized communities and raising awareness about reservations. Moreover, they rendered awareness to housewives from SC community. Grievance Cell ensures supportive environment for students to address their concerns and grievances. These initiatives promote inclusiveness and also create a belonging sense and support for all students. Our college emphasizes the significance of social, economic, and linguistic diversities through workshops, seminars, cultural programs. By creating an atmosphere of acceptance and harmony, we encourage students to embrace diversity.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The HEI's clubs and cells have been organized programs to instil a sense of constitutional obligations in society and students. The Anti-Drug cell coordinated awareness programs and seminars throughout the campus in collaboration with Kerala Excise Department. HEI conducted Kargil Vijay Diwas to foster a patriotic sense in the minds of the youngsters. Furthermore, as part of the Abhayam project, HEI initiated fund collections for VPRC and for cancer treatments. As a part of "Meri Matti Mera Desh", N S S Unit of the HEI in association with Ananganadi Grama Panchayath and Nehru Yuva Kendra honored freedom fighters, soldiers. Rally regarding national integration was also conducted to recollect the memories of independence and to instill patriotism among students. The institution organised awareness program, collaborating with government agencies on traffic rules and road manners. Mock court trials, Mock elections was organised to develop critical thinking and to provide knowledge about democracy and legal practice. RTI Club took initiatives for giving consciousness among students about human rights and outcomes of corruption. Anti ragging cell provided sessions to address social issues and to create awareness among the students.

Additionally, The Electoral Literacy Club held camps and stalls to educate about elections.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://amc-college.com/documents-1#be5381cb-4f23-451b-b614-ee4d650dab46
Any other relevant information	https://www.facebook.com/share/r/CrJfbXXOrZPatGx5/

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Every year, AMC Educational Institution celebrates International, National, and cultural events in our campus. More than just a tradition; it's a cornerstone of campus life. These celebrations are designed to cultivate happiness, peace, and harmony within the community, fostering a sense of shared identity and understanding by celebrating tradition, culture, and heritage. These events go beyond mere festivity, providing a platform for social engagement and community building. Students have the

opportunity to connect with peers and faculty in a relaxed and inclusive environment, forging bonds and creating a sense of belonging. Moreover, these celebrations offer valuable opportunities to reflect on global challenges and celebrate humanity's achievements, providing a sense of purpose and perspective. The IQAC, AMC's quality assurance body, actively guides departments and cells to ensure these celebrations are meaningful and engaging. Important international and national days, and all religious festivals, are celebrated extensively, with students playing a key role in the planning and execution. This active involvement fosters a vibrant and inclusive campus culture where learning and celebrating go hand-in-hand, enriching both academic and social life.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

BEST PRACTICE1- PALIYAM - SUPPORT TO AGED PEOPLE IN RURAL AREA

HEI, strives to educate students at all levels. Since young adults are critical group. We strive to empower them not only as individuals, but also as essential members of the community. Students, as beacomesensure regular participation and spread awareness of palliative care, support for patient care with the help of medical authorities. It's really proud moment that youth involve without any hesitation and with their whole heart in such palliative activities through structured training sessions. The objective is to help patients through treatment, while providing physical & psychological support as it's our elementary obligation to help, assist our fellow beings.

BEST PRACTICE 2- RESIDENTIAL CAMP FOR DEVELOPMENT TO BRING COLLECTIVE CONCISOCUNESS Academic and non-academic group activities in college, keep students positive & energetic. Each

association coordinated several programs based on various games, product launches etc. Association's residential camp, "AMORE", "CAMPERS HUT "NSS "KOODE" in which, students coordinated variety of programs like,, social service activities, programs on health & hygiene etc. By doing these, students learn to listen, trust, support, along with developing life skills like communication, coordination that cannot be learned from textbooks. Positive group experiences contribute to skills enhancement, overall success and positive humane mindset

File Description	Documents
Best practices in the Institutional website	https://amc-college.com/documents-2#0bd625e3-ddf0-4e08-aa0e-003cc587011b
Any other relevant information	https://www.facebook.com/share/p/6dk8Eu7co4VTZAJq/

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

GENDER NEUTRAL WORKSPACE

An institution should understand all kinds of people. As educational institutions shed knowledge about various aspects of life, it should take keen interest on providing favourable situations to everyone irrespective of their backgrounds. As such, our institution is dedicated to foster a gender-neutral workspace, and this commitment extends beyond policy. We ensured practical support by providing dedicated washrooms for transgender individuals. Our management and Gender Equality Club provides opportunities for transgender through various programs. Our institution actively promotes inclusivity for transgender individuals. Recent initiatives like a seminar led by Dr. Vijayarajamallika, transgender activist and Kerala Sahithya Academy member, and the "Pride Rainbow" seminar, that aims to raise awareness about gender equality and to learn about the challenges faced by the transgender community. These programs foster more inclusive and understanding environment for all. This dedication to inclusivity even reached an international stage with the presentation of a research paper by our management on the topic of transgender inclusivity at a conference in Japan, where it was recognized as one of the best. Moreover, we

frequently connect with transgender individuals, conducting interviews with inspiring figures like Ms. Harimizhi. The students were deeply inspired by these interactions.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

HEI is committed to foster a holistic and supportive learning environment that empowers students, promotes well-being and embraces diversity. Action plan for 2024-2025 focuses on health, accessibility, and inclusivity and promoting research related activities among faculties. We will make strategies to address drug abuse through interactive workshops, partner with local organizations for awareness campaigns, and offer resources for support. To promote health, we will host sessions on common viral diseases, emphasize preventative measures, and collaborate with local healthcare providers for health checks and vaccination drives. We are also dedicated to create a disability-friendly environment, conducting accessibility audits, making necessary modifications to infrastructure, and organizing workshops on disability awareness. Student support programs will include counseling, mentorship, tutoring, and financial aid to ensure a thriving and inclusive learning experience. We have pledged to empower women through workshops on leadership, financial literacy, and career development, inviting successful women as speakers and establishing a mentorship program. To promote sustainability, we will expand our aloe vera garden, and to turn it as an organic product. Finally, through continuous evaluation and feedbacks, we aim to create a thriving and supportive learning environment that empowers students and contributes to a brighter future for all.